

Guide to Careers in Local Government

A career in local government is an excellent option for those who have a passion for public service. Public service is about leadership, opportunity, innovation, empowerment, and relationships. If you think a career in this line of work might be for you, read on to find out what your options are, and how to get started.

Work in the public sector can involve a surprising variety of fields and professions.

If you enjoy working with people, examples of exciting professions include:

If you find yourself drawn to a career that involves research and analytical type work:

policy / research & analysis

You may find the following of interest if you enjoy caring for the environment and providing safe amenities for the public:

- administrative / customer service
- legal

firefighter

- public and media relations
- finance

law enforcement

library

building maintenance / custodial

- human resources
- waste management / recycling /

- educational services / working with youth
- contract management / procurement
- fleet services

transportation

recreation

- planning / community development
- airport administation

water resources

- communications & information technology
- engineering

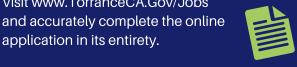
Hiring Process -

Visit www.TorranceCA.Gov/Jobs

application in its entirety.

Application Submission

Review of (2) **Application Materials**



- ✓ Minimum Qualifications ✓ Specific experience that closely matches the needs of the City
- Invitation to the (3)**Examination Process**

(6) Scoring



You will receive an invitation to the examination process via email.

After the tests are scored

(4) Examination Process

(5)**Panel Interview**

The exam process takes many forms, such as: • multiple-choice written tests

This process involves a panel-style interview that is conducted by individuals who are subject matter

video exercises

writing exercises

70%

performance (hands-on)

and you have passed each component of the examination process with a 70 or above, you will be placed on an eligible list

group exercises

or a "list for hire."

Eligibility List

The names on the eligible list are ranked in order of final score (a weight is given to each component and added together for a final score). The top candidates are then referred to the department.



Department Interviews

The top candidates are invited to an interview with the hiring manager(s), who then makes a recommendation to hire the candidate they feel is most suited for the position.